

Apex Fire Department Volunteer Application Process

The following information is for **VOLUNTEER APPLICANTS ONLY!!!** This does not apply to part-time or full-time applicants. Please be sure to read this information carefully and keep it close at hand throughout the application process.

Dear Volunteer Applicant,

Thank you for applying with Apex Fire Department for the position of Volunteer Firefighter. We would like to ensure that the responsibility of a firefighter is completely understood because it is not something to enter into lightly. Listed below are the criteria for membership, as well as a step-by-step explanation to assist you as you go through the application process. If at any time you have questions, please call us at 249-1036.

Criteria for Membership

Applicants must meet the following criteria in order to be considered for membership with the Apex Fire Department:

- Must be at least 18 years of age
- Must be a U.S. citizen or be eligible to work in the United States
- Must be a high school graduate (or equivalent)
- Must live inside the Apex fire district
- Must possess a valid **North Carolina** driver's license
- Must not have pled guilty to, entered a plea of no contest, or have been convicted of any misdemeanor within the past three years
- Must **never** have pled guilty to, entered a plea of no contest, or have been convicted of any felony, **regardless of time span**
- Must not have had a suspension or revocation of driving privileges or have accumulated more than eight points within the preceding three years

The Application Process

1. Submit the following items to Apex Fire Station #3 on Hunter St. (**note: all items must be submitted in order to be considered for membership**):
 - Town of Apex Application
 - Three reference letters. The letters must be from present or past employers, counselors, teachers, etc.
 - Completed release form (included in this packet)
 - A copy of driver's license and social security card (for citizenship verification)
 - A copy of high school diploma or G.E.D. OR diploma from highest degree earned. **Authenticity of the documents will be verified with the institution.**

2. Upon receipt of the application and supporting documentation, the applicant's name will be placed on our pending applicant list. Applicants will be contacted in order of application date when a vacancy becomes available. At that time, the applicant will be assigned a mentor who will assist them with the remaining steps in the process.
3. Each applicant must complete the pre-acceptance activities requirement prior to proceeding with the application process. This includes spending a total of 24 hours of duty with his/her mentor and attending three in-house training sessions. **Applicants who fail to complete this requirement within three months will be disqualified from further consideration.**
4. A job-related physical agility assessment will be scheduled periodically for all applicants who have completed their required activities. A copy of our current agility assessment is attached. With approval from their personal physician, applicants are encouraged to begin conditioning to prepare for this assessment, so that they can successfully complete it when the time comes. **Applicants who have not completed all of their activity hours will not be allowed to participate in the physical agility.**
5. If the applicant successfully completes the physical agility, the Fire Chief will review the applicant's information for consideration of probationary membership.
6. If the Fire Chief approves the applicant, he/she will receive a "conditional offer" of a volunteer position, contingent upon a satisfactory background and driving history, a medical physical, and any other pending items, as listed on the "Position Offer" form.

Once accepted, there will be many hours of training that are required, especially during the first two years of membership. Listed below are the minimum training requirements for new members:

Training Standards

<u>Initial Training</u>	<u>Hours/Criteria</u>
Orientation I/II: Orientation #1: Fire Department Organization Orientation #2: Bloodborne Pathogens Awareness / Hazardous Materials Awareness	(Approximately 5 hours, to be completed the first month) Annual OSHA-required con-ed. as needed.
Wake County Essentials Academy	(2 weekends totaling 32 hours, waived based on proof of equivalent training)
Incident Command (ICS 100, 200, 700, 800)	As soon as possible after becoming a member, not to exceed 90 days
<u>Minimum Training Standards for Active Personnel</u>	<u>Hours/Criteria</u>
Hazardous Materials Operations Plus	40 hours, to be completed within 1 year of membership; 12 hours con-ed. annually
NC Medical Responder OR NC EMT	75 (MR) – 164 (EMT) hours, to be completed within 1 year of membership, Additional Con-Ed to remain certified
Vehicle Extrication	16 hours of in-house training within the first year of membership
Firefighter I/II ¹	336 hours, to be completed within 2 years of membership
Strongly Encouraged Courses: Firefighter Safety and Survival Firefighter Rescue Skills	11 hours each

Requirements for Active Membership

In order to remain in active status, members must consistently meet the monthly criteria for active membership. Those requirements are:

Serve 2, 12-hour duty crews per month

Attend 6 hours of training per month

Respond to 5 calls per month

Being a volunteer firefighter can be a rewarding, as well as a time consuming responsibility. It involves a lot of training and a lot of time away from home. It’s something that each applicant should give a lot of thought to, before making the decision to become a volunteer. We suggest that you discuss the possibility thoroughly with the significant people in your life and weigh all of your other personal and professional obligations before making a decision to become a member. If, after careful consideration, you are still committed to becoming a volunteer, we welcome and encourage you in this endeavor.

RELEASE FOR VOLUNTEER APPLICANTS

I, _____, hereby certify that I, freely and voluntarily, relieve the Town of Apex, the Apex Fire Department and/or its affiliates of any liability claims, demands or suits that may be filed or brought against the Town of Apex and/or Apex Fire Department by me or anyone representing me, as a result of my activities as an applicant & participant in the Pre-Acceptance Activities Requirement. This to include, but not limited to, riding in a Town of Apex fire vehicle or, while on the premises of any Town or Fire Department building, or while engaged in any activity when accompanying any Apex Fire Department affiliate.

As part of the application process, I am required to document various activities with the Apex Fire Department. **During this time, I am not entitled to any benefits, including life insurance policies which are offered to a full volunteer member.**

Also, I understand that I will be subject to a criminal background and driving record check and willingly give permission to have this done as part of my application process. The following information is necessary for identification purposes for the background check only:

SSN: _____ DOB (excluding year) _____

Furthermore, I understand that my activities are limited to those deemed appropriate by my mentor. Prohibited activities include but are not limited to: Patient Care, Firefighting, Vehicle Extrication, Water Rescue, Confined Space Rescue, Driving/Operating Fire Department apparatus.

I exonerate Mark Haraway, Apex Fire Department Chief, and all other Town and fire personnel from any blame, for any incident or injury, physical or otherwise, received while engaged in activities as an applicant & participant in the Pre-Acceptance Activities Requirement.

I declare and represent that no promise or agreement not herein expressed has been made to me, and that this release contains the entire agreement between the parties hereto, and that the terms of this release are contractual, and not a mere recital.

Name of Rider

Date

Apex Fire Department

Volunteer Physical Agility Assessment Guidelines

The physical agility assessment is the next component in the process for membership approval, after completing the ride-along program. Applicants who fail to successfully complete this component will be eliminated from further consideration in this selection process.

Purpose:

- To confirm the applicant's ability to perform various physical requirements of a firefighter
- To determine that the applicant does not possess a fear of heights or closed spaces
- To evaluate the ability of the applicant to perform the basic functions of the job

Health and Safety Issues:

- Applicants are encouraged to discuss the entire agility assessment with their personal physician, in order to consider any physical limitations which might prevent successful completion or lead to possible injury.
- Applicants should wear loose fitting, old clothes such as gym shorts and t-shirts to the agility. Certain portions of the agility will require full firefighter turnout clothing, which will be provided for all applicants.
- Designated personnel will be assigned to take your pulse and blood pressure at established intervals
- If any officer feels that it would be detrimental to your health to continue the assessment, he/she may require that you to stop the test immediately.
- All applicants must sign a Waiver of Claim for Injury form prior to participating in the agility assessment.

Apex Fire Department

Physical Agility Assessment

Aerial Climb

Description:

While wearing a fire helmet and fire gloves, the individual will climb 75 feet up an aerial ladder (extended at a 70-degree angle), touch the top rung, and descend to the bottom. The ladder must be climbed with both hands on the rungs and descended in the same manner. The climb and descent must be made in a continuous, methodical motion, without rushing or recklessness. **The individual may not remain with feet on the same rung for over 60 seconds.** This shall constitute freezing, which is unacceptable performance.

Grading:

Pass or Fail: Freezing or failure to complete the climb constitutes a failure, and no further consideration will be given at that time

Relevance:

The aerial climb will determine whether applicant has vertigo or acrophobia sufficient to interfere with job performance. It also determines whether applicant has the physical endurance to accomplish the essential functions of the job specification, requiring upper and lower body strength.

Firefighter Obstacle Course

This course is designed to best simulate tasks that a firefighter may encounter on the job.

All objectives must be completed within specified time frame and specified order, in accordance with the accepted practices of the IFSTA “Essentials of Firefighting” manual. Applicants will be given 10 minutes to complete this course, which will be completed wearing turnout gear and an air pack without a mask. The entire course will be graded as pass or fail. Applicants must be able to complete any weight-carrying portions of this course without pausing for more than 15 seconds at a time. **Pausing for longer than 15 seconds will constitute automatic failure.** There will be no assistance in completing these objectives.

Time will start at the “go” command from course evaluators.

1. Hose Hoist- After “go” command has been given, candidate will climb a ladder to roof of building, exit ladder to roof and pull up 50’ roll of 2 ½” hose to roof with a hand over hand motion. Once hose is placed on roof exit down the ladder and proceed to the next station. (A 20-second penalty will be assessed for not using a hand-over-hand motion and using the building as a pulley).
2. Ladder Raise- Candidate will lift a 24’ ladder from ground to building while touching each rung of ladder. Once ladder touches building proceed back down to the ground position. Ladder is mounted on a pivot at the foot. (20-second penalty will be assessed for each of the following: dropping ladder, slamming ladder against building, not touching rungs, rail sliding).
3. Rescue Drag- Candidate will drag Rescue Randy for 50’. All of Randy must cross line for objective to be complete.
4. Ventilation Simulator- Candidate will swing 8 lb. hammer at tire and move tire for 3’ and knock over target. Once target is knocked over you can proceed to the next station. (Candidate may not stand inside of tire or use any part of body to move tire. This will result in failure).
5. Hose Drag and Spray- Candidate will pick up nozzle of charged 1 ¾” hose and drag 100’. Candidate will then stop in box and spray water at target, filling barrel with water. Once water runs out of marker hole in barrel, place nozzle in box. Time stops when nozzle is placed in box. (20-second penalty for dropping nozzle on ground).